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TO : Executive Officer

DATE: 30 March 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 13
23 - 29 March 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses - Revisions of the text have been received from the School Chiefs, OTR. The projected schedule of the Basic School will be submitted Thursday, 31 March. Approximately 35 pages will require retyping; additions and/or corrections will be made on 6 pages; 8 pages will be deleted. Revisions that apply to the Field catalog (200-1) will be sterilized and submitted to the CI Staff for approval. It is anticipated that revisions for the Headquarters and Field catalogs will be printed concurrently.

2. Displays for BOC Exhibit -

- a. OSI and Reading Laboratory Panels are set for completion by 12 April, date of next exhibit.

3. Graphic Aids completed during week -

- a. Operational Support - Comprehensive layout sketch for special briefing; set of 11 rubber stamp symbols (clandestine pictographs).
- b. Intelligence Methods - Felt board aid with 11 card symbols.
- c. CPW - Set of 20 training charts.
- d. Clandestine Methods and Techniques - Translated material for Soviet gunnery charts has been received. Final charts are being drawn.
- e. Office of Personnel - Four briefing aid charts.

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4. Renovation of [] Auditorium - Plans for renovation have been modified because of the CIA Safety Officer's objection to tables on the raised floor levels. These levels will be removed and all student tables placed at the floor level.

5. Films for []

- a. One retention film due
- b. Twenty loan films due
- c. Eight loan films sent

6. Attendance at Foreign Language Films -

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
3/23/55	German	10
3/24/55	Spanish	5
3/29/55	Italian	1

7. Research -

- a. Information on East Germany and China, for []
In pursuance of this project, [] visited the following offices during the past week: Industrial and Biographic Registers/OCD, RQM/DD/P, the Map Library, Machine Division/OCD, the European and Far Eastern Divisions/ORR, and [] TSS.
- b. Background information on Public Law 110, []
[] is contacting Mr. Rforzheimer of the General Counsel's Office today.
- c. Material on Readability, Reading Improvement Course -
Research has been completed and material forwarded from the Library of Congress.

8. Assistance to TSS - [] is assisting the instructors of the [] Courses, TSS Training Division with the compilation and writing of instruction sheets for each lesson.

9. Training of FE Case Officers - The Audio Aids Section has established a short training program on the operation of projection and sound recording and reproducing equipment for []

10. Items of Current and Administrative Interest -

- a. [] completed Phase One of the BOC on 25 March.
- b. [] Illustrator, reported for duty with VAS on 29 March 1955.

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- c. [] has been transferred to the Basic School/OTR, as a training assistant in the Administrative Procedures Course. This was occasioned by a priority transfer of another person to the Office of the XO/TR.

11. Number of map sheets distributed - 685

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- a. [] - 300
b. Basic School - 375
c. Operations School - 10



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